

CHAPTER 1 - INTRODUCTION

PLEASE NOTE:

- a. This instruction supplements DoD 4160.21-M and DoD 4160.21-M-1. DRMO must maintain hardcopy publications if required by local authority or Host Country. All DoD/DLA/DRMS publications are accessible through World Wide Web (WWW) see Supplement 1.
- b. Frequently used acronyms/terms are defined in Supplement 2.
- c. Forms can be found on the LAN or Internal Web page under Tech Support <http://techweb.drms.dla.mil/>. See supplement 3 for a listing of form numbers and titles used within this instruction.
- d. See Supplement 4 for examples and samples of forms used in this instruction.
- e. To locate a specific word/subject in any publication use the find feature on the website.
- f. See supplement 6 for a listing of all the screen samples used within this instruction.
- g. Several chapters are divided into two sections - Section one is procedures, Section two is systems.
- h. If a process affects both a Central/Satellite DRMO it will be referred to in the instruction as "DRMO". If a process is performed only by the Central DRMO it will be referred to as "DRMO Central" or "the Central DRMO". Or if a process is performed only at the satellite it will be referred to as "DRMO Satellite" or "Satellite DRMO". OCONUS DRMOs should refer to themselves as DRMO or Central DRMO.

A. GENERAL

1. Central/Satellite DRMO personnel: RTD is our first mission responsibility. Encourage reutilization, transfer or donation of excess, surplus and foreign equity property, especially those items requiring demilitarization (DEMIL), to satisfy requirements. The goal of RTD is to redistribute goods bought with taxpayer money to defray the cost of federal, state and local government. Another RTD goal is to benefit other authorized donees. Seek to satisfy requirements, which provide these benefits.

2. Means of RTD promotion

- Use customer visits.
- Use flyers or other E-mail communication.
- Use of Internet (users with access to World Wide Web can access Internet through www.drms.dla.mil. Web guidance can be found in Supplement 4).
- Use special screening events.
- Schedule briefings for DoD supply personnel.
- Use want lists.
- LSN Photos that are entered in FLIS PLUS (See DRMS-I 4160.14, Volume II, Chapter 2, paragraph B1a).

B. CENTRAL/SATELLITE DRMO RTD/OPERATIONS

While the specialized RTD methods listed above are used, the practice of screening by the customer remains the major method for RTD. Screening is a continuing process from the receipt of property into the accumulation cycle until ESD. Do not downgrade property until after ESD; place it within a current accumulation to ensure it receives the same screening. Under the Central/Satellite concept, it is up to the discretion of the Chief to determine if a satellite or the central site performs the RTD administrative duties, i.e. issuance of SF97s, processing requisitions/transfer orders, etc. DRMS-N/DRMS-I will work with the Chief if problems arise.

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a. Screening/Issue

b. Holds and requisitions

- You may place a "hold" on an item for up to 14 days by tagging the property (see Chapter 2, paragraph B5e for further tagging guidance). If you do not receive a requisition within 14 days after the property is tagged, release the hold and make the property available for another customer.
- More than one tag may be placed on property. If the hold expires for the first customer, the second customer's tag becomes effective for 14 days from the date of the expiration of the first tag. Notify the second customer immediately that the property is being held for them and that they have 14 days to provide a requisition.
- Tags and Requests awaiting pickup are good for 14 calendar days each or until the "blue light" period whichever is first, at which time the hold expires.

c. Accumulation Period. Physical screening at the Central/Satellite DRMO begins upon receipt when the property is entered on the accountable record and the accumulation period begins. DoD and other Federal Agencies (OFA) have priority over donees during this period.

- During the accumulation period DoD, OFA and Donees may screen the property for RTD. Only DoD and OFAs may requisition and have property issued to them. All property is issued on a first come first served basis. OFA tags may not be overridden by DoD screeners. **Exception:** DoD requests of priority 3 or higher (GSA and OFA must be notified and GSA must approve prior to issue).
- Donation screeners may screen the property and tag it any time during the screening period, but may not requisition and remove the property until the 21 day donation period of the 42 day formal screening period (day 22 through 42).
- If an RTD customer calls and requests a previously identified item be tagged, tag it, then inform the customer that:
- A requisition must be presented within 14 days.
- Advise the customer if the property has already been tagged and verify date.

d. Formal Screening Period (FSP)

- DoD and OFA have a priority for the first 21 days of the FSP to request and remove property. Donees may screen during this period; however, they may not submit Transfer Order or remove during the first 21 days of Formal Screening unless the Federal Disaster approval plan.
- During the last 21 days of the FSP, donees, DoD and OFAs may tag, request and remove property.

e. Donation Screening Period

- Donee tags cannot be overridden by DoD/OFA screeners. (Exception: See paragraph 2c above.)

f. Final Removal

- Property destined for competitive sale (zone or national). RTD customers may continue to remove property which has been tagged or requisitioned until the end of the 7 day final removal period at which time all holds expire. The 3 day Blue Light period is a final chance for all screeners to requisition and remove property on a first come first serve basis. DRMS-I 4160.14, Volume II, Chapter 1, on a case-by-case basis, provides procedures for Expedited Processing.

g. SF 97, Certificate to Obtain Title to a Vehicle should not be issued to DoD or Federal Agencies. The only quasi-DoD customers authorized to receive SF 97s are REC and LESO upon request. SF 97s may be issued to donees.

NOTES:

1. If Hazardous waste (HW) and used hazardous material (HM), including unused HM which has the appearance of being tampered with or opened, do not put through formal screening. Only unused HM receives formal screening.
2. MLI/CCLI and other property requiring DEMIL may be transferred and donated as long as the required DEMIL statements are provided with the transfer orders (*see Supplement 4 for a sample DEMIL Form for Transfers/ Donations and DRMS-I 4160.14 Volume VII, Chapter 3.*

C. RTD RESTRICTIONS

1. RTD Restrictions. The following categories of property are not authorized for RTD:
 - a. FSC 6505 drugs and biologicals. {For exceptions to this please see DRMS-I 4160.14, Volume II, Chapter 4, paragraph B, subparagraph titled Drugs, Biologicals and Reagents [including Controlled Substances] [FSC 6505]}
 - b. Designated hazardous property prohibited items (see DoD 4160.21-M, Chapter 10, ATT 1, and DRMS-I 6050.1).
2. Donation Restrictions. The following categories of property, in addition to those identified in paragraph C1 above, are not authorized for issue.
 - a. Foreign equity property.
 - b. Non-appropriated fund property.
 - c. Abandoned, privately owned property.
 - d. Military Assistance Property (MAP).
 - e. Commissary Surcharge Property.
 - f. Base Realignment and Closure (BRAC) Property. Excess personal property that does not qualify for transfer to a community or local redevelopment authority (LRA) for economic redevelopment of the installation will be turned into the Central/Satellite DRMO for standard receipt processing and screening. Once the items enter Donation Screening Cycle, Surplus property requested by the community or LRA may be donated to the community or LRA through the Central/Satellite DRMO. Donations to the affected community or LRA will:
 - Have priority over donations for other purposes.
 - Be at the request of the closing base commander or authorized DoD official, through the appropriate State Agency for Surplus Property (SASP).
 - Meet the usage and control requirements of the applicable SASP. Dispose of property subsequently not needed by the community or LRA as required by the SASP.
 - g. Computers with Hard Drives may not be donated.
3. RTD of Hazardous Material (HM)
 - a. Unless specifically designated in writing by DRMS-N OR DRMS-I, your Central/Satellite DRMO is not authorized to pack or crate Hazardous Property (HP) shipped from the Central/Satellite DRMO. HP not packed/crated properly for transportation must be packed/crated by host installations (or contractors engaged by the host) through the ISA. Designate in writing, persons qualified to certify/release HP for shipment.
 - b. The following requirements apply for the RTD of HM (see Supplement 4 for HM identification requirements).

- For unused/unopened HM, provide a copy of the generator-provided MSDS to all transfer and donation recipients. Provide an MSDS to reutilization recipients only when an MSDS is not available in the HMIS. If the MSDS is available in HMIS, advise the DoD recipient of the specific MSDS serial number.
- For opened, usable HM (which remains HM if redistributed by RTD) ensure that in addition to the MSDS, a hazardous waste profile sheet is also available to the RTD customer. This applies to opened, usable HM (e.g., bulk items such as paints, solvents) which if not reused or recycled might be discarded as an HW because of being listed or exhibiting the characteristics of an HW as defined at 40 CFR Part 261 Subpart C and D (**NOTE**): **Also see DoD 4160.21-M, Chapter 10, ATT 1, paragraph 21, Opened Containers.**
- Used/opened RCRA HM that does not become HW if discarded by service contract (e.g., asbestos, most PCBs, some paints) does not require a waste profile sheet. Do not RTD these items unless you can provide an MSDS to the customer in addition to the chemical name of any hazardous contaminants and the noun name of any non-hazardous contaminants. The information on contaminants is required because an MSDS is not always valid for items that have been opened, as they may have become contaminated with constituents not reflected on the MSDS. Provide a lab analysis for PCB items to the RTD customer only for those PCB items that require a lab analysis for turn in (see DRMS-I 6050.1, Chapter XVIII, Enclosure 3, Processing of PCBs and PCB Item Summary).
- SF123 Certification Statement

c. Occupational Safety and Health Administration (OSHA) compliant labels, tags or markings must be affixed to all HM issued through RTD by DRMS. There is no requirement for a specific label; however, the container must indicate the identity of the hazardous chemicals, the appropriate hazard warnings and include the name and address of the chemical manufacturer, importer or other responsible party.

NOTE: Exceptions to MSDS and OSHA labeling requirements are listed at 29 CFR 1910.1200. These exceptions are also described in DRMS-I 4160.14, Volume V, chapter 1, paragraph E 2).

4. RTD of Hazardous Waste (HW). Use DRMS Form 1930, or an approved alternate form (see DRMS-I 6050, Chapter 2) Enclosure 4, upon HW RTD release. Complete a HW manifest (see DRMS-I 6050.1, Chapter 6, Enclosure 6 for preparation) and provide to the customer for all HW RTD releases. Manifest tracking is required.

5. RTDS Releases that Involve Movement of Hazardous Property (HP) Off Government Facilities. Certify all HP RTDS issues (except as noted) regulated by 49 CFR prior to release using the Hazardous Property Release checklist -DRMS Form 1943(see DRMS-I 4160.14, Volume II, Supplement 4 for checklist). File completed checklist with requisition/sales documents.

NOTE: Checklist is not required for on-base releases, unless HP is transported on public roads (vehicles may cross a public road, but may not turn on to the road).

a. Prior to RTDS release notify the customer of the release requirements.

b. 49 CFR 172.602, 172.603 and 172.604 require that emergency response information be provided to transporters, carried on transport vehicles and maintained at facilities where HP is received, stored or handled during transportation. Prior to releasing HP:

- Require the carrier to have a current copy of the Emergency Response Guide (ERG) in the vehicle or provide copies of appropriate information to the carrier.
- Ensure that technical names are entered on shipping papers as required by 49 CFR 172.202, 172.203 and 172.602. The name should be entered in parentheses in association with the basic description. For example, "Corrosive Liquid N.O.S. (Caprylyl Chloride)." (N.O.S. - not otherwise specified.)
- Provide the RTDS carrier (non-GBL) with the host 24 hour emergency response telephone number.
- Ensure GBL shipping papers for GBL shipments contain the host's 24 hour emergency response telephone number.
- Ensure the host's 24 hour emergency response telephone number is contained on shipping papers of other release types unless the transporter offers to use another 24 hour emergency response telephone number.

c. Only personnel who have successfully completed DoT training requirements for hazardous materials employees, as required by 40 CFR Part 172 Subpart H, or an equivalent course of study, within the past 24 months, may certify the RTDS Hazardous Property Release.

- Complete a refresher course, or equivalent every 24 months per DLAR 4500.3, paragraph 33-7. If qualified personnel are not available to certify HP for shipment, request host assistance. Questions concerning personnel authorized to release shipments or concerning DoT training requirements may be addressed to DRMS-N or DRMS-I.
- The DRMS-N or DRMS-I Director determines, on a case-by-case basis, if a course of study other than the DoT course is acceptable.

6. Processing requisitions

a. Identification of Screeners. Identify all screeners. DoD screeners must display a current employee or military identification card; Federal Civil Agency screeners must present a current agency employee card or, if such cards are not issued, accept authorization to screen on original letterhead of the sponsoring agency, which identifies the bearer. Donees must present GSA Form 2946 or a letter of authorization and driver's license.

NOTE: When a DoD activity or Federal Civil Agency requests reimbursable property on your accountable records, provide the requesting activity the name of the generating activity. The requesting activity and the generating activity must agree to the appropriate amount and method of funds to be transferred (if any) for the property. When this is accomplished, the generating activity must provide a letter to you stating the DTID of the property is to be released and to whom. File a copy of this letter with the release document (DD 1348-1A or SF 122) to provide an audit trail.

- b. DoD Activities. These activities will requisition property from your DRMO according to DoD 4000.25-1-M.
- c. Where personnel resources permit, DRMO individuals responsible for signing release documents for issued property will not be the same as those responsible for signing receipt documents for property received in the DRMO. In those instances where it is not feasible to adhere to this policy, the DRMO Chief/Site Manager will document the reasons for deviating from it and place it in the official office administrative files. The DRMO Chief/Site Manager will review and update this documentation annually or when personnel changes impact this policy. Do not consider the accountable property officer for this deviation.

D. Transportation Instructions.

1. Packaging, Crating, Handling and Transportation (PCH&T)
 - a. DRMS funds transportation for the following types of property: reutilization, P522.02; sales, P531.01; DEMIL, P562.01; hazardous material/waste, P572.01; precious metals, P582.01; Central/Satellite DRMO to Central/Satellite DRMO transfer of DRMS owned property, P952.01.
 - b. A centralized DRMS fund citation is available for authorized PCH&T expenditures. The fund citation can be used to fund Government Bills of Lading (GBL), Commercial Bills of Lading (CBL) and to pay for transportation provided by active duty military units, National Guard units and reserve units. The current fund citation will be distributed to all Central/Satellite DRMO Chiefs and updated as required.
 - c. When property is requisitioned through a military service ASO, DRMS is responsible for payment of PCH&T costs. This includes Army, Navy, Marine, Air Force, all Defense agencies, MARS, CAP, DoD contractors and MWRA. Note: When a MWRA submits a requisition through a military accountable property officer, DRMS must pay PCH&T. However, if the MWRA requisitions property directly from a Central/Satellite DRMO, the MWRA is responsible for payment of PCH&T costs and must provide a fund citation prior to shipment of the property.
 - d. PCH&T for property requiring shipment by organizations not authorized use of the DRMS fund citation must be funded by the receiving agency or unit. When an organization not authorized DRMS transportation funding requests shipment of property Central/Satellite DRMOs should secure the agency's or unit's fund citation. Complete the 'ship to' and 'bill to' addresses on the requisition

and forward a cost of the requisition with the property to the host's transportation office. Inform the transportation office to bill the requisitioner directly.

- e. Central/Satellite DRMOs should use the centralized fund citation for all authorized transportation expenses. However, some bases prefer MIPRs for packing and crating expenses. In those cases, Central/Satellite DRMOs should encourage the use of the centralized fund citation, but, failing that, should contact DRMS-N or DRMS-I to arrange for issuance of a MIPR. Note: The use of the centralized fund citation relieves the Central/Satellite DRMO from assuming the cost of transportation as an operating expense. Any other payment form will most likely result in the Central/Satellite DRMO account being charged for transportation.
- f. Central/Satellite DRMO personnel are encouraged to pack, crate and load authorized DoD requisitioner's property, at no charge, when they process the proper equipment, are properly trained for the task and can accomplish the task safely. However, Central/Satellite DRMO personnel should not block, brace, tie-down or otherwise secure the load to the vehicle.
- g. While DRMS is authorized to recover packing, crating and loading costs from requisitioner's not authorized to use the DRMS fund citation, common sense in billing customers should prevail. If the administrative cost of billing the requisitioner is likely to exceed the recovery, do not bill the requisitioner.
- h. Small host charges to Central/Satellite DRMO ISAs for parcel post, overnight delivery service or United Parcel Service for authorized requisitioner's shipments generally should be paid from Central/Satellite DRMO accounts because administrative costs usually exceed the value of recoupment.
- i. For requisitioners not authorized to use the DRMS fund citation, the Central/Satellite DRMO should instruct the shipper to bill the receiving unit or agency directly for parcel post, overnight delivery service or United Parcel Service.
- j. Special attention should be focused on the probable usable life of property shipped. Generally, the condition code annotated at turn-in is a benchmark indicator. However, Central/Satellite DRMO personnel should rely on experience to determine if the listed condition code is accurate and render transportation funding decisions accordingly.
- k. DRMOs should attempt to arrange for no cost or low cost transportation whenever possible. Examples of no cost or low cost transportation are transportation provided by National Guard or reserve units and unit pick-up. Payment for transportation in lieu of a GBL or CBL should be negotiated in advance with the transporter.
- l. DRMOs should review all transportation billings monthly to ensure that all transportation charges billed to the DRMS fund citation are authorized and correct.
- m. DRMOs are required to submit a monthly report to DRMS-N or DRMS-I detailing transportation activity and cost. However, DRMOs should maintain a record of transportation usage. An example of a monthly report is at Supplement 4, page S4-16.

2. REUTILIZATION.

- a. Prudence in ordering transportation services benefits both DRMS and our customers. While DRMS directly funds transportation costs associated with reutilized property, reutilization customers should be reminded that yearly Service Level Billings (SLB) recoup these costs. In other words, while individual units do not pay for reutilization transportation, their Service eventually pays the entire bill.
- b. The decision to transport reutilized property at U.S. Government expense must be documented on a DRMS Form 1836 (please see Supplement 4 page S4-16) and approved by the Central/Satellite DRMO Chief if transportation estimates exceed \$500.00.
 - 1. DRMS Forms 1836 must be placed in DRMO file **640.70** and maintained for 12 months after the end of the fiscal year.
 - 2. Shipments weighing over 10,000 pounds or property to be used as targets (or otherwise destroyed) must be approved by DRMS-N OR DRMS-I.
 - 3. Commercial shipments transported by U.S. mail, United Parcel Service or an overnight delivery service do not require a DRMS Form 1836 because, generally, DRMS is not the paying activity and the cost is minimal).
 - 4. Signature service, Guards or other specialized transportation services should only be used when approved by DRMS-N OR DRMS-I.

- c. The procedure for requesting commercial shipments is as follows:
 - 1. Central DRMO chief determines that transportation of reutilized property at Government expense is appropriate.
 - 2. Central/Satellite DRMO staff interrogates DAISY to ensure that like property in like or better condition is not available closer to the requisitioner.
 - 3. Central/Satellite DRMO staff requests a transportation cost estimate form the local Traffic Management Officer (TMO).
 - 4. Central/Satellite DRMO staff completes DRMS Form 1836 and forwards to DRMO chief.
 - 5. Central DRMO chief approves/disapproves transportation funding or contacts DRMS-N/DRMS-I.
 - a.) If shipment weighs under 10,000 pounds and the reutilized property is **NOT** destined for destruction, the Central DRMO chief determines if the estimated transportation cost is justified.
 - b.) If the shipment weighs over 10,000 pounds or if the reutilized property is to be used as targets or otherwise destroyed, DRMS-N OR DRMS-I determines if the estimated transportation cost is justified.
 - c.) If transportation funding is approved, tender property and DRMS reutilization fund citation to the TMO for shipment to the reutilization customer. Request a copy of the Government Bill of Lading (GBL) from the TMO. File the GBL copy with the DRMS Form 1836.
 - d.) If transportation funding is disapproved the Central/Satellite DRMO staff should contact the requisitioner, advise the customer of the decision and attempt to arrive at a mutually acceptable solution.
 - 1.) Acceptable solutions include customer pickup, reserve or National Guard transportation, customer funding or cancellation of the reutilization action. All negotiations should be documented on the DRMS Form 1836.
 - 2.) If the requisitioner insists that DRMS fund transportation, the Central/Satellite DRMO staff should refer him/her to the Central DRMO chief and/or DRMS-N OR DRMS-I.
- d. Shipments of furniture and uniform clothing to DoD activities other than ICP/IMMs should be carefully monitored to ensure that only furniture and uniform clothing within the closest proximity to the requisitioner is shipped at Government expense. Use of a commercial moving van should only be considered when the distance the furniture must move exceeds 200 miles or if freight carriers in a specific area are known to excessively damage breakable freight.

3. PRECIOUS METALS

The Precious Metals Recovery Program reimburses DRMS for costs incurred to recover precious metals. All transportation costs (PCH&T) including expedited parcel post shipments are funded by DRMS.

4. HAZARDOUS PROPERTY

- a. If a reutilization customer is located for hazardous property/waste, but the cost of transportation costs appears disproportionate, DRMS may fund transportation if the cost of the shipment is equal to, or less than, the cost of ultimate disposal. Cost comparisons should be documented on the DRMS Form 1836.
- b. DRMS may pay a donee's or transfer customer's transportation costs for hazardous property shipments in lieu of paying for ultimate disposal via service contract. This option applies only after attempts to sell the property have not been successful.
 - 1.) After reutilization and sale attempts are unsuccessful Central/Satellite DRMOs may contact potential donees and offer the hazardous property to them without cost.
 - 2.) When an interested donee is located the DRMO should contact DRMS-N OR DRMS-I and provide cost/benefit information. The shipment must be approved by DRMS-N OR DRMS-I.

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- 3.) After approval by DRMS-N OR DRMS-I the Central/Satellite DRMO should contact the donee and advise the organization to contract and pay for shipment via a commercial carrier or provide in-house transportation.
- 4.) If the donee contracts for commercial transportation, he/she should be advised to submit the bill to the Central/Satellite DRMO after the shipment is complete. The Central DRMO chief must annotate the bill as follows: "I certify that services have been received as stated." The Central DRMO chief must sign and date the statement and then mail it to DRMS-N OR DRMS-I. The donee will be reimbursed.
- 5.) When the donee provides in-house transportation and wishes to be reimbursed he/she should submit a bill to the Central/Satellite DRMO. The Central DRMO chief should follow the same procedures as with a commercial bill.

5. OTHER PROGRAMS

- a. DRMS also directly funds transportation costs for the DEMIL, P562.01 and DRMO to DRMO transfer of DRMS owned property, P952.01.
- b. The reutilization transportation approval process, criteria for shipment approval, and reporting requirements are operative for the above listed programs.
- c. Occasionally, unique transportation requests arise for which DRMS may fund transportation. An example would be rectifying a mistake that occurred during the sales process. All unique requests for transportation funding must be approved by DRMS-N OR DRMS-I.

6. MEDICAL ITEMS

The GSA signature on the SF122/123, required by the Code of Federal Regulations (CFR) 41, Chapter 101, will serve as authorization to release medical devices to Transfer and Donation customers.